

## How to use the on-line standardisation resource materials

This pack contains the following documents which were used at the event hosted by One Awards on 4 December 2018.

- PowerPoint presentation
- Three anonymised samples of student work
- Learning outcomes and assessment criteria linked to the student work, plus a summary of the assessment task
- Grade descriptor components linked to the assessment task
- A participant feedback sheet
- A copy of the Standardisation Report (produced by the facilitator after the event)
- Guide to the Assessment and Grading of the QAA Access to HE Diploma

### Guidance for facilitating an in-house session:

1. The **PowerPoint presentation** outlines the structure, aims and objectives of the session and provides the QAA regulations which Access Validation Agencies (AVAs) must comply with. Please feel free to use some or all of the slides to facilitate your session.
2. A **Participant Feedback Sheet** is provided in Word format for you to copy. Please feel free to add your own provider logo if you wish. We recommend participants use the sheet to record their judgements about each work sample, so please ensure there are enough copies for each person. A copy of the '**Guide to the Assessment and Grading of the QAA Access to HE Diploma**' is also included and you may wish to have copies available for reference throughout the event.
3. Hand out the **first sample of student work** and the associated **learning outcomes and assessment criteria**. Ask participants to consider whether the assessment criteria and learning outcomes relating to that sample have been achieved by the student, in other words, has it passed at the appropriate level? This should be done individually and recorded on the feedback sheet.
4. Then ask participants to share their judgements with the group and to discuss the reasons.
5. Next, hand out the **grade descriptors and components** associated with the sample, and ask participants to grade the work individually. The judgements should be recorded on the feedback sheet.
6. Then ask participants to share their grading judgements with the group and to discuss the reasons.
7. The aim is for the group to **reach a consensus** as to whether the piece of work achieves the standard required for a Pass, and thereafter, what grade indicator is considered appropriate.

8. Next, repeat the exercise with the other samples of student work and record the outcomes.
9. The Standardisation Report from the event is included for information, detailing the discussions and conclusions reached by the participants who attended the event on the day. You are advised to circulate this to your group **after they have reached their own conclusions**, so that a comparison can be made with those of colleagues from other providers.
10. Please produce your own **standardisation report** of the event indicating the nature of the discussions, conclusions and any agreed actions with timescales attached. Any reports resulting from internal standardisation activities should be made available for the Lead Moderator at their visit in the spring.

We hope you find the documents easy to understand and user-friendly. If you have any questions about the resources or the process please don't hesitate to contact me.

Good luck with your event, I hope it goes well!

Kind regards

Jennie

**Jennie Lawson**  
Head of Quality